

JOB DESCRIPTION

JOB TITLE: Public Health Director III

GRADE: 26

JOB CODE: 1001

DATE: 3/20/95

GENERAL FUNCTION: Under policy guidelines set by the District Health Department plans, organizes and directs the provision of comprehensive public health services to a multi-county geographic area. The incumbent in this position is responsible for managing a multi-county health department, providing an extensive range of public health services such as; environmental, medical, home health, to the community of the multi-county area. The staff complement will usually be 100 or more employees. The incumbent will work with a district as well as a local board of health from each county in the district.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the activities of employees in providing medical and environmental programs and services

- a. consults with program managers and/or supervising staff concerning program goals and operations
- b. confers with program managers, supervisory staff or employees regarding problems of employees
- c. evaluates program/service activities using reports (programmatic and financial) to ensure compliance with goals, objectives, program standards, and quality assurance
- d. conducts staff meetings for planning and review

Directs the financial management functions of the department:

- a. reviews and approves the annual budget for the department prior to submittal to the Board of Health
- b. assures that appropriate accounting procedures which comply with federal and state auditing requirements are established and maintained
- c. analyzes financial situation of the department according to periodic updates of revenues and makes expenditure decisions accordingly
- d. authorize expenditure of funds for department functions

JOB TITLE: Public Health Director III (cont'd) **JOB CODE:** 1001

Reviews, approves, and monitors program plans for the various services and programs provided by the health department

- a. conducts needs assessment(s) to determine community need for programs/services
- b. works with staff in writing annual program plans
- c. interprets program standards issued by Department for Health Services for program operation
- d. coordinates program plans with annual budget of department

Evaluates employee job performance;

- a. completes annual performance evaluations for appropriate staff
- b. counsels employees on job performance
- c. monitors employee job performance periodically to identify performance issues.

Develops and maintains appropriate administrative procedures and policies for the operation of the department (programmatic, financial, personnel)

Interprets various laws (national and state), administrative regulations and policies to ensure conformance and efficient operation of the department.

Employs staff for the department. Initiates recruitment activities, interviews potential employees as appropriate and hires applicants

Meets with Board of Health (individually and collectively) to describe and discuss activities of the local department in meeting its objectives

- a. prepares agenda for meeting
- b. prepares necessary reports that describe progress (programmatic and financial) of the department
- c. prepares minutes of the Board of Health meetings
- d. serves as a resource person on questions raised by board members

JOB TITLE: Public Health Director III (cont'd) **JOB CODE:** 1001

Develops and maintains a program of public relations designed to promote the services of the health department within the community.

Attends various meetings at the local, regional, and state level to keep informed on program and administrative changes. Conducts appropriate training programs to keep staff informed of changes and updates. Prepares manuals and program guidelines for program and administrative direction.

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

SUPERVISION EXERCISED: Level of supervision is that of director over managers and/or supervisory staff and indirectly all staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of the principles and practices of public health programs and Federal and State laws and regulations pertaining to local health programs.

Demonstrated ability in administration of public health services.

Knowledge of social and economic problems pertaining to public health.

Ability to develop and interpret regulations and policies concerning the operation of local health departments.

Ability to evaluate services performed and make recommendations for improvement of services when necessary.

Knowledge of the principles of business management as applied to public administration. Ability to supervise the work of others.

Ability to exercise good judgement in appraising situations and making decisions.

Ability to express comments and opinions clearly and concisely. Ability to deal tactfully with the public.

Minimum Education, Training, and Experience Requirements: Masters Degree in Public Health, Community Health, Business or Public Administration, or, Bachelors degree in Public Health, Business or Public Administration, Nursing, or Community Health

JOB TITLE: Public Health Director III (cont'd) **JOB CODE:** 1001

With a Masters Degree - five years experience in Public Health or other health related responsibilities. Three years experience should be in an administrative and/or management capacity.

With a Bachelors degree - six years of experience in a management capacity, including three years of management experience in a health program.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Public Health Director II **GRADE:** 25

JOB CODE: 1002 **DATE:** 11/8/95

GENERAL FUNCTION: Under administrative direction of the Board of Health, plans, organizes, and directs the activities of staff of a single or multi-county health department that provides a full range of services (which may include medical, home health, and environmental services) to the community/communities. The department/agency may consist of a single county or multi-county arrangement. The staff complement will usually be from 35 to 80 employees. The incumbent may deal with one or more boards of health; typically, no more than four.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the activities of employees in providing medical and environmental programs and services

- a. consults with program managers and/or supervising staff concerning program goals and operations
- b. confers with program managers, supervisory staff or employees regarding problems of employees
- c. evaluates program/service activities using reports (programmatic and financial) to ensure compliance with goals, objectives, program standards, and quality assurance
- d. conducts staff meetings for planning and review

JOB TITLE: Public Health Director II (continued) **JOB CODE:** 1002

Directs the financial management functions of the department:

- a. reviews and approves the annual budget for the department prior to submittal to the Board of Health
- b. assures that appropriate accounting procedures which comply with federal and state auditing requirements are established and maintained
- c. analyzes financial situation of the department according to periodic updates of revenues and makes decisions accordingly
- d. authorize expenditure of funds for department functions Reviews, approves, and monitors program plans for the various services and programs provided by the health department

Reviews, reviews, and monitors program plans for the various services and programs provides by the health department.

- a. conducts needs assessment(s) to determine community need for programs/services
- b. works with staff in writing annual program plans
- c. interprets program standards issued by Department for Health Services for program operation
- d. coordinates program plans with annual budget of department

Evaluates employee job performance

- a. completes annual performance evaluations for appropriate staff
- b. counsels employees on job performance
- c. monitors employee job performance periodically to identify performance issues.

Develops and maintains appropriate administrative procedures and policies for the operation of the department (programmatic, financial, personnel)

Interprets various laws (national and state), administrative regulations and policies to ensure conformance and efficient operation of the department.

Employs staff for the department. Initiates recruitment activities, interviews potential employees as appropriate and hires applicants

JOB TITLE: Public Health Director II (continued)

JOB CODE: 1002

Meets with Board of Health (individually and collectively) to describe and discuss activities of the local department in meeting its objectives

- a. prepares agenda for meeting
- b. prepares necessary reports that describe progress (programmatic and financial) of the department
- c. prepares minutes of the Board of Health meetings
- d. serves as a resource person on questions raised by board members

Develops and maintains a program of public relations designed to promote the services of the health department within the community

Attends various meetings at the local, regional, and state level to keep informed on program and administrative changes. Conducts appropriate training programs to keep staff informed of changes and updates. Prepares manuals and program guidelines for program and administrative direction

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

SUPERVISION EXERCISED: Supervision of all staff at Director level.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of the principles and practices of public health programs and federal and state laws and regulations pertaining to local health programs.

Knowledge of social and economic problems pertaining to public health.

Ability to supervise the work of others.

Ability to express comments and opinions clearly and concisely.

Ability to evaluate services performed and make recommendations for improvement of services when necessary.

Minimum Education, Training, and Experience Requirements: Bachelors degree from a college or university with a major in Business or Public Administration, Health Administration, Public or Community Health, or a related degree. Five years of experience in public health or other
JOB TITLE: Public Health Director II (continued) **JOB CODE:** 1002

health related occupations. Demonstrated work experience in other related jobs may be considered if the functions performed are related to responsibilities of this position (financial management, planning, supervision of staff, etc.). A Masters degree in the field may substitute for one year of the required experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Public Health Director I **GRADE:** 23

JOB CODE: 1003 **DATE:** 3/20/95

GENERAL FUNCTION: Under administrative direction of the Board of Health, directs the personnel of a local health department in providing a variety of public health services (medical, environmental, and supportive services) to the community served by the department. The incumbent performs a variety of tasks such as, planning, financial management, organizing and measuring performance of staff in a single county. The department has a close working relationship with state agencies which provide technical assistance and support and may include direct payroll and accounting assistance. May serve as secretary to the Board of Health.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the activities of employees in providing medical and environmental programs and services

- a. consults with program managers and/or supervising staff concerning program goals and operations
- b. confers with program managers, supervisory staff or employees regarding problems of employees
- c. evaluates program/service activities using reports (programmatic and financial) to ensure compliance with goals, objectives, program standards, and quality assurance
- d. conducts staff meetings for planning and review

Directs the financial management functions of the department:

- a. reviews and approves the annual budget for the department prior to submittal to the Board of Health
- b. assures that appropriate accounting procedures which comply with federal and state auditing requirements are established and maintained
- c. analyzes financial situation of the department according to periodic updates of revenues and makes expenditure decisions accordingly
- d. authorize expenditure of funds for department functions

Reviews, approves, and monitors program plans for the various services and programs provided by the health department

JOB TITLE: Public Health Director I (continued)

JOB CODE: 1003

- a. determines community need for programs/services
- b. works with staff in writing annual program plans
- c. interprets program standards issued by Department for Health Services for program operation
- d. coordinates program plans with annual budget of department

Evaluates employee job performance

- a. completes annual performance evaluations for appropriate staff
- b. counsels employees on job performance
- c. monitors employee job performance periodically to identify performance issues.

Develops and maintains appropriate administrative procedures and policies for the operation of the department (programmatic, financial, personnel)

Interprets various laws (national and state), administrative regulations and policies to ensure conformance and efficient operation of the department.

Employs staff for the department. Initiates recruitment activities, interviews potential employees as appropriate and hires applicants.

Meets with Board of Health (individually and collectively) to describe and discuss activities of the local department in meeting its objectives;

- a. prepares agenda for meeting
- b. prepares necessary reports that describe progress (programmatic and financial) of the department
- c. prepares minutes of the Board of Health meetings
- d. serves as a resource person on questions raised by board members

Develops and maintains a program of public relations designed to promote the services of the health department within the community

JOB TITLE: Public Health Director I (Continued)

JOB CODE: 1003

Attends various meetings at the local, regional, and state level to keep informed on program and administrative changes. Conducts appropriate training programs to keep staff informed of changes and updates. Prepares manuals and program guidelines for program and administrative direction

SUPERVISION RECEIVED: General Supervision provided through the Local Board of Health

SUPERVISION EXERCISED: Supervision is that of a Director supervising a staff of 10-35. May have supervisory staff to supervise.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge of the principles and practices of public health;

Ability to communicate and deal tactfully with;

Ability to analyze and evaluate statistics and facts.

Minimum Education, Training, and Experience Requirements: Bachelors degree from a College or University with a major in Business or Public Administration, Health Administration, Public or Community Health, or a related degree. Three years of experience in Public Health or other health related occupations. Demonstrated work experience in other occupational responsibilities may be considered if the functions are related to the responsibilities of financial management, planning, supervision of staff). A Masters degree in the field may substitute for one year of the required experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Public Health Administrator

GRADE: 21

JOB CODE: 1010

DATE: 4/1/96

GENERAL FUNCTION: Under the direction of the Local Board of Health, is responsible for the administrative work as the director of a small local health department. Responsibilities would include planning, implementing and coordinating the activities of staff in providing services based on approved plans and budgets and in accordance with state standards. Work at this level is distinguished from other director levels by the size, variety, and complexity of programs and organization. This classification would be applicable to a local health department that would not have a Public Health Director appointed under the provisions of administrative regulation 902 KAR 8:140 and would meet the intent of local health policy 400 - 3 (7/1/82).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Prepares annual agency budget according to state instructions for the approval of the Board of Health and Department for Health Services.

Evaluate routine financial and program service reports generated by the Patient Information System and Financial Management system to determine compliance with agency plans and budget and initiate corrective changes as appropriate.

Prepare bi-weekly payroll by auditing employee time sheets for accuracy and recording information on automated payroll system or forward to local health accounting for processing.

Directs the activities of employees in providing medical, environmental and administrative support services according to standards of the Department for Health Services through staff meetings, employee conferences, training sessions and policy development.

Maintain agency accounts according to state financial management requirements.

Authorize the purchase of goods and services for the services and administrative support of the agency based on the approved plan and budget in accordance with procedures/standards of the financial management manual.

Attends various meetings at the local, regional and state level to keep employees informed on program and administrative changes that impact the agency.

Employs staff of the agency according to the local health personnel administrative regulation(s).

Schedule local Board of health meeting(s) and report activities of the agency and record transactions.

JOB TITLE: Public Health Administrator (cont.)

JOB CODE: 1010

Develop and maintain a program of public relations designed to promote the services of the health department in meeting community health needs.

Evaluate the work performance of employees according to the procedures of local health personnel administrative regulation(s).

SUPERVISION RECEIVED: General supervision provided through local board of health.

SUPERVISION EXERCISED: Supervision is that of director.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge of principles, methods and techniques of efficient administrative, including public relations, personnel administration, budgeting, accounting and office management.

Knowledge of public program administration.

Knowledge of social, medical and economic factors of the community served.

Ability to plan, coordinate, and direct a staff of technical and medically related personnel.

Ability to interpret and apply laws and policies to specific problems relating to agency activities.

Ability to establish and maintain effective working relationships with agency personnel, county officials, and the general public.

Minimum Education, Training, and Experience Requirements: Graduation from an accredited four-year college or university and three years of experience in a human services field. One year of the required experience must have been in a health related program in a supervisory or administrative capacity; or an equivalent combination of education and experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Director of Administrative Services **GRADE:** 23

JOB CODE: 1103

DATE: 3/20/95

GENERAL FUNCTION: Under the administrative direction of the Director of the local health department performs moderate to complex administrative activities that support the operation of the local health department. The administrative activities may include: budget preparation, review and revisions; patient reporting system (patient information, environmental, and other applications) support; medical records training; personnel recruitment, interviewing and selection. The incumbent may act on behalf of the director when the director is absent from the agency.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Prepares the annual budget, does budget revisions and monitors the budget to keep director advised of financial status throughout the year.

Oversees the accounting and internal control procedures of the health department.

Prepares annual program plans by compiling and analyzing statistical and administrative data.

Directs the patient reporting system(s) through: understanding requirements of the patient reporting system, training appropriate staff on data entry and system utilization and the computer applications; supervising personnel who utilize the system(s) to ensure appropriate data entry and accuracy.

Develops and recommends departmental policies related to administrative support activities for the operation of the local health department programs/services.

Supervises the billing and collection of monies to ensure receipt of revenues for services rendered.

Oversees medical records by keeping informed of all documentation changes and trains staff accordingly. Assists professional staff in auditing medical records to ensure that documentation meets requirements. Keeps informed of reporting requirements

Works with third party payers for billings and accounts payable according to billing procedures and regulations.

May act as director in the absence of the Director.

Assists director with personnel administration activities such as advertising and recruitment of employees, interviewing and making recommendations concerning applicants, interpreting and applying merit system regulations, assuring employee performance evaluations are completed, and working with worker's compensation and unemployment insurance benefit claims, and overseeing

JOB TITLE: Director of Admin.. Services (cont'd)

JOB CODE: 1103

the payroll system.

Interprets various laws and regulations applicable for implementing administrative activities.

Attends various meetings at the local, regional, and state level to represent the agency in both programmatic and administrative/financial matters. Shares information updates with appropriate staff through training sessions, staff meetings or other means.

Prepares and negotiates appropriate contracts with private, public, and corporate vendors

Reviews program and/or financial reports to monitor progress in meeting service and program goals and status of revenue expenditures.

SUPERVISION RECEIVED: Policy direction only. Incumbent sets virtually all objectives and goals.

SUPERVISION EXERCISED: Supervises other administrative personnel. In consultation/collaboration with the Director, sets performance goals and objectives.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Minimum Education, Experience, and Training Requirements: Bachelors degree from a college or university with a major in business administration, public administration or closely related course work.

Four years of experience in a professional administrative, management or business capacity that would include responsibility in financial management activities, personnel administration, policy review and development

Masters degree in the field may substitute for one year of the required experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Administrative Assistant **GRADE:** 14

JOB CODE: 1104

DATE: 7/25/95

GENERAL FUNCTION: Under the general direction of the local health department director or program director, assists in the review, evaluation, development and implementation of the agency's administrative activities and performs other duties as required. The incumbent in this position would serve as an administering or managing various administrative activities which are moderately difficult to perform. These activities may include personnel, budgeting and financial management, planning, assisting in policy review and development, office automation or other administrative activities as assigned. The incumbent may be assigned special projects to complete within specified time frames. The incumbent may supervise or coordinate the activities of staff as appropriate.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Interprets and applies laws, rules, regulations and policies applicable to the administrative activities assigned.

Assists the director in personnel actions by interpreting the appropriate merit system regulations, initiates and processes personnel actions with approval of supervisor and oversees attendance and payroll system.

Assists in budget preparation, periodic review of the budget for necessary changes, and prepares revenue and expense reports.

Assists in compiling statistical reports, prepares program plans, policy manuals and other informational materials for distribution to staff, patients, and the general public and to meet federal, state and agency reporting requirements.

Reviews documents for completeness and checks figures for accuracy.

Provides training and an orientation program for staff on general departmental policies and other areas of responsibility as indicated.

Studies organizational needs for additional equipment, supplies and materials and makes recommendations for improvement based on resource availability.

SUPERVISION RECEIVED: Limited supervision; periods of relative autonomy with general supervisory review. Supervisor plays substantial role in setting goals, objectives and organizing work.

JOB TITLE: Administrative Assistant (continued)

JOB CODE: 1104

SUPERVISION EXERCISED: May provide immediate supervision over clerical and/or administrative staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of the practices and policies of the agency and the ability to interpret them concisely and accurately to the public and employees.

Ability to carry out, with limited supervision, continuing assignments requiring the organization of material, the preparation of reports and decision-making.

Ability to meet the public and discuss problems and complaints tactfully, courteously and effectively.

Ability to write and speak effectively.

Minimum Education, Training and Experience Requirements: High school diploma or GED; and seven (7) years of experience in administrative responsibility such as, budgeting, personnel, planning, and other independent work activities.

Additional related education may substitute for the experience required on a year for year basis up to four years.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Personnel Specialist

GRADE: 13

JOB CODE: 1106

DATE: 7/25/95

GENERAL FUNCTION: Under direction of the Director of the local health department, maintains a personnel system according to merit system regulations for the local health department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

JOB TITLE: Personnel Specialist (continued)

JOB CODE: 1106

Receives, reviews, and audits time distribution reporting sheets from employees to enter into a computerized system or prepares for transmittal to the Department for Health Services.

Generates payroll checks, and verifies against master listing of personnel records and approved actions. Distributes checks to employees.

Consults with director and supervisory staff as to appropriate personnel actions regarding employees, completes correspondence and necessary documentation for respective personnel actions.

Initiates personnel action requests according to policy for submittal through the automated network to the Department for Health Services for appropriate action.

Makes arrangements for appropriate newspaper advertisements, schedules examinations, and answers questions from applicants regarding recruitment and selection activities.

Prepares monthly benefit payments involved in payroll deductions. Makes adjustments to benefit billings and payments and reconciles differences based on appropriate review and auditing.

Prepares appropriate payroll and other reports such as, worker's compensation, equal employment opportunity, unemployment insurance, and special reports requested by administrator.

Maintains employee records which consist of employment history records, benefit records and current employment status.

Advises and consults with employees regarding personnel questions, policies, regulations, and grievances.

Assists in the preparation of the agency budget using personnel/payroll information.

SUPERVISION RECEIVED: Limited supervision; periods of relative autonomy with general supervisory review. Supervisor plays a major role in setting objectives and organizing work.

JOB TITLE: Personnel Specialist (continued)

JOB CODE: 1106

SUPERVISION EXERCISED: May supervise directly clerical staff or other administrative staff involved in payroll management or other assigned personnel with related responsibilities.

JOB SPECIFICATIONS:

Knowledge and abilities

Considerable knowledge of the operation and practices of local health departments.

Considerable knowledge of personnel policies and regulations and automated personnel manual.

Skill in the operation of adding machines, calculators, and computer systems.

Ability to supervise and direct the activities of subordinate staff.

Ability to communicate effectively with employees and supervisory staff in understanding personnel practices and policies of the agency.

Ability to perform mathematical processes (prepare computations for payroll such as, fringe benefit rates, etc.)

Ability to follow instructions ranging from simple to detailed in nature.

Considerable knowledge of automated data processing.

Minimum Education, Training, and Experience Requirements: High school diploma or GED and five (5) years experience in personnel activity, payroll, or a closely related activity. Additional related education/training may substitute for the experience required on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Human Resources Manager

GRADE: 20

JOB CODE: 1107

DATE: 3/20/95

GENERAL FUNCTION: Under the direction of the Director of a local health department is responsible for overseeing the personnel management and administration functions relating to personnel administration and conducting programs concerning employee recruitment, selection, training and development, retention, benefits, labor relations, and occupational safety. The manager must demonstrate management skills. .

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Conducts a recruitment program to ensure that the agency maintains an adequate register or pool of qualified applicants for positions of the agency. Works with applicants in completing the application process, answers questions from applicants. May interview applicants and participate in the selection process.

Conducts new employee orientation to foster positive attitude toward agency goals.

Conducts wage surveys within the geographic service area to determine wage structure/rates, and recommend adjustments to minimum wage rates of the agency.

Maintain agency employee performance evaluation program based on appropriate regulations. Train staff in the process of employee performance evaluation. May answer questions from employees regarding performance evaluation.

May administer an agency training program by conducting a needs assessment of employees, assist managers in developing or arranging for training programs.

Maintain records regarding employee participation in training programs for CEU credits applicable for certification or licensure requirements.

Oversee employee benefit program for the agency consisting of health insurance, life insurance, retirement, workers compensation, earning of vacation and sick time, and other employee benefits.

Investigate accidents and prepare reports for insurance carrier and agency.

Maintain current knowledge of applicable state and federal legislation regarding; merit system regulations, Equal Employment Opportunity, Americans with Disability Act, Family and Medical Leave Act, wage and hour laws, and Occupational and Safety Health Act.

JOB TITLE: Human Resource Manager (Continued) **JOB CODE:** 1107

Ensure that the agency complies with the requirements of the various legislative/regulatory mandates. Develops or arranges for training program for employees regarding the various state federal requirements. Serve as the resource person to management and employees regarding issues related to the federal state legislation.

Administer an agency grievance process. Confer with supervisory staff and employees regarding grievance procedure. May participate in the grievance procedure on behalf of the director.

Conducts studies regarding staffing levels, manpower needs of the agency, absenteeism, job analysis, and makes recommendations to the director or appropriate program manager(s).

Attends meetings at the local, regional, or state level and serve as a representative of the agency.

Organizes and conducts staff meeting(s), training sessions and seminars to update staff of changes that may alter functions, procedures and general activities in order for the staff to adequately perform job duties. Develops employee handbook.

Evaluates work loads, assesses and implements changes as necessary in order for the department to operate efficiently and in a cost effective manner. Confers and advises directors, coordinators and supervisory staff in organizational structure, staffing of personnel and necessary equipment to maintain daily operation.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: May supervise subordinate personnel.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge of the overall operation of the department how it influences and relates to the general public.

Ability to implement and apply policies, standards, guidelines, regulation and set department goals.

Ability to communicate with staff and the general public

Ability to create and foster new ideas.

Ability to recognize potential problems and resolve quickly.

JOB TITLE: Human Resource Manager(Continued) **JOB CODE:** 1107

Minimum Education, Training, and Experience Requirements: Bachelors Degree from a college or university and three years of experience in a management capacity where personnel skills and managing people are demonstrated.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Senior Administrative Assistant **GRADE:** 19

JOB CODE: 1110 **DATE:** 3/20/95

GENERAL FUNCTION: Provides staff assistance of substantial difficulty for the Director of Department in a variety of technical and administrative matters. Assignments are varied and require considerable knowledge, skills and abilities. Incumbent would be granted independence and latitude in accomplishing work assignments. The incumbent may also oversee and direct several of the administrative activities of the department, including financial management, personnel, office automation, maintenance of records, purchasing of equipment and supplies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES: Reviews and analyzes complex problems involving technical and departmental systems and processes, manpower utilization and operating procedures, makes recommendations for their solution or implements solutions with approval of Director.

Assists in designing new systems relating to policy changes, office automation, financial management system(s), makes recommendations to supervisor and/or implements new system or modifies existing system.

Prepares budgetary service information in accordance with program goals and objectives.

Supervises supportive personnel assigned. Interviews, selects and trains new employees.

May oversee financial management system which could include collection of monies, billing for services, and works with third-party payers assuring timely payment.

Interprets laws, rules and regulations to agency staff related to administrative activities.

JOB TITLE: Senior Administrative Assistant **JOB CODE:** 1110

Attends workshops and meetings as appropriate and share information with staff through in-service, staff meetings, and correspondence.

Monitors organizational unit budget status and makes

recommendations for internal adjustments necessary to stay within budget.

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional areas.

SUPERVISION EXERCISED: Provides direct supervision for staff assigned.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to speak before groups of people.

Ability to plan and coordinate the work of others.

Ability to accomplish assigned tasks with a minimum of supervision and with only general direction.

Ability to analyze data and reports, draw appropriate conclusions and make recommendations as necessary.

Ability to meet the public and discuss problems and complaints tactfully, courteously, and effectively.

Ability to manage the development, implementation and operation of projects and programs.

Minimum Education, Training, and Experience Requirements: Graduation from an accredited college or university with a bachelors degree with major course work in public or business administration, public health, community health, or closely related field. Two years of experience in an administrative, professional capacity. For promotional consideration an individual may be considered for this position if the individual has six years of experience which provides the required knowledge, skills, and abilities.

Additional education in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description

JOB DESCRIPTION

JOB TITLE: Finance Administrator

GRADE: 19

JOB CODE: 1301

DATE: 3/20/95

GENERAL FUNCTION: Under direction of the director of the local health department, supervises the administration of the business affairs of the local health department consistent with the rules governing Federal, State and Local grants and generally accepted accounting practices.

DISTINGUISHING CHARACTERISTICS OF THE CLASS: The finance administrator position is intended to provide for the planning, organization and direction of the financial affairs of a local health department. Responsibilities would include the preparation of the annual budget of the department, monitoring the budget to ensure conformance with provisions of the budget, establishing/maintaining appropriate accounting procedures that comply with rules and regulations (Federal and State), preparation of reports for the various entities requiring reports, and having considerable knowledge of the various requirements of revenues for appropriate expenditures and reporting requirements.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Prepares the annual budget of the local health department in accordance with Federal and State requirements such as the conditions of grant award, the financial management manual, and other appropriate requirements of funding sources.

Develops and maintains appropriate accounting procedures and records according to the requirement of state and federal funding agencies and the financial management manual issued by the Department of Health Services.

Prepares accurate and timely reports such as monthly financial status reports, quarterly tax, unemployment insurance, monthly FICA reports, retirement, etc.

Oversees all monies received and the investment of those monies.

Supervises employees engaged in the preparation and maintenance of financial records, budgets, inventories, accounts receivable, accounts payable and other specialized activities

Exercises budgetary control including payrolls, purchasing of supplies and equipment.

Reviews cost reports, cost based reimbursement programs to monitor the financial and operating efficiency of the agency based on existing funds and advises the director and/or other program staff.

JOB TITLE: Finance Administrator (continued)

JOB CODE: 1301

Supervises the billing and collection of monies for health services rendered by the department.

Prepares and negotiates contracts with private, public, and corporate vendors.

Advises administrator and program staff on fiscal and personnel matters.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: May directly supervise accountant(s) account clerks and other related administrative staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge of the basic principles and standard practices of governmental accounting.

Knowledge of budget preparation and control.

Knowledge of grant procedures and practices.

Familiarity with computers and computer applications.

Ability to effectively communicate and deal with people.

Minimum Education, Training and Experience Requirements: Four year degree from a college or university with a major in accounting, business administration, public administration or a directly related field; and three (3) years of experience in accounting, business administration, public administration, which includes experience in budgeting, accounting, payroll and accounts payable.

For promotional purposes an individual may be considered for this position if the individual has seven (7) years of experience which provides the required knowledge, skills, and abilities.

Additional education may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Accountant

GRADE: 14

JOB CODE: 1302

DATE: 3/20/95

GENERAL FUNCTION: Under general direction of the Director of the local health department or the Finance Administrator, is responsible for performing professional accounting work.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Prepares and supervises preparation of the budget for the department.

Performs accounting work involved in administration of the budget.

Develops policies and methods of operations for fiscal control. Writes and sets up accounting procedure, records and controls.

Reviews financial statements and advises the director as to the availability and balance of funds.

Supervises the keeping of administrative accounts and records.

Gives technical advice on accounting matters to the director.

Processes and maintains a record of purchases of supplies, equipment and services for the department.

Initiates, approves or reconciles transactions with depository banks.

Supervises the billing and collection of monies received for health services rendered.

Writes checks necessary for the disbursement of funds.

May supervise accounting and related clerical personnel.

SUPERVISION RECEIVED: Limited supervision with alternating periods of relative autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: May supervise account clerks and other staff in accounting/bookkeeping methods, billings, accounts receivable.

JOB TITLE: Accountant (continued)

JOB CODE: 1302

JOB SPECIFICATIONS:

Knowledge and Abilities:

Comprehensive knowledge of modern accounting theories and practices. Knowledge of governmental accounting.

Ability to design and install accounting systems and ability to analyze accounting data and financial statements.

Ability to meet and deal successfully with the public

Initiative, resourcefulness, integrity, thoroughness, accuracy and administrative ability

Minimum Education, Training, and Experience Requirements: Bachelors degree from an accredited college or university with a major in accounting, business administration, or public administration.

No experience required

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Account Clerk

GRADE: 10

JOB CODE: 1304

DATE: 3/20/95

GENERAL FUNCTION: Under direction of appropriate administrative personnel is responsible for compiling, tabulating and posting accounting and related data, prepares appropriate accounting and financial statements.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Sets up accounting procedures, records and controls and supervises the keeping of such records and accounts.

Checks for mathematical accuracy and corrects travel expense vouchers.

Maintains financial ledgers.

Checks listing of employees' gross earnings and tax deductions on payroll accounts.

Has charge of petty cash fund.

Keeps accounting records of money appropriated, allocated, and disbursed. Keeps current balances on contracts and purchases.

Checks invoices for payments and makes necessary adjustments and corrections.

Pre-audits for accuracy and completeness on various accounting documents. Prepares and audits payrolls.

Checks incoming receipts to assure that amount received conforms to amount allocated thereto.

Compiles, types and files financial reports.

Assists in maintaining financial records for special projects.

Maintains patient accounts of charges, accounts receivable and payable and delinquent accounts. Performs necessary follow-up interviews/contacts with parties responsible for account payments.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. Incumbent occasionally can function autonomously, with supervisor available to answer questions.

JOB TITLE: Account Clerk (continued)

JOB CODE: 1304

SUPERVISION EXERCISED: No direct supervision responsibility.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to type, use adding machine or calculator.

Ability to meet and deal effectively with the public as required.

Minimum Education, Training, and Experience Requirements: High school diploma or GED. Three (3) years of experience in accounting, bookkeeping, business administration, responsibilities or a closely related field. Additional education in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Purchasing Specialist

GRADE: 11

JOB CODE: 1305

DATE: 3/20/95

GENERAL FUNCTION: Under the direction of the Director or other appropriate supervisor is responsible for purchasing appropriate materials, supplies, equipment, that is required to support the staff and services of the local health department. Purchasing would comply with the Financial Management Manual as issued by the Department for Health Services. The incumbent would work closely with program/supervisory staff in meeting agency requirements, work with vendors in locating materials/supplies and issuing notices for bid as appropriate.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Maintain an inventory of frequently used equipment, materials, and supplies.

- a. work with program managers and appropriate staff to determine needs for equipment/materials,
- b. order appropriate materials to reestablish inventory and/or to maintain inventory at appropriate levels.

Works with vendors concerning the purchasing of supplies and equipment.

Examines or prepares purchase orders for supplies and equipment.

Coordinates the bid process; establishes advertisement and bid data, receives bids and determines conformity with specifications.

Processes and/or pays for equipment and supplies ordered.

Compiles files on current vendor catalogue, bid orders and open-end contract orders.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: May supervise clerical staff

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to use computer, calculator and typewriter

JOB TITLE: Purchasing Specialist (continued)

JOB CODE: 1305

Ability to effectively communicate with fellow workers and general public.

Minimum Education, Training, and Experience Requirements: High school diploma or GED, three (3) years of experience in purchasing of office supplies, materials, equipment.

Additional education and training in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Senior Account Clerk

GRADE: 13

JOB CODE: 1310

DATE: 3/20/95

GENERAL FUNCTION: Under the direction of the appropriate administrative personnel, supervises accounting and related clerical staff. Assists in the training of such personnel. Compiles, tabulates and posts accounting and related clerical data; prepares simple accounting and financial statements; and does related work as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Plans, assigns, directs and supervises accounting and related clerical duties. Sets up accounting procedures, records and controls and supervises the keeping of such records and accounts.

Checks for mathematical accuracy and corrects travel expense vouchers. Maintains financial ledgers. Checks listing of employees' gross earnings and tax deductions on payroll accounts.

Has charge of petty cash fund.

Keeps accounting records of money appropriated, allocated, and disbursed. Keeps current balances on contracts and purchases.

Checks invoices for payments and makes necessary adjustments and corrections. Pre-audits for accuracy and completeness on various accounting documents.

Prepares and audits payrolls. Checks incoming receipts to assure that amount received conforms to amount allocated thereto. Compiles, types and files financial reports. Assists in maintaining financial records for special projects.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: Incumbent may supervise accounting and clerical staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Minimum Education, Training, and Experience Requirements: High school diploma or GED and five (5) years of experience in accounting, bookkeeping, business administration, or

JOB TITLE: Senior Account Clerk (cont'd)

JOB CODE: 1310

a closely related field. Additional education in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Administrative Secretary **GRADE:** 13

JOB CODE: 1401 **DATE:** 3/20/95

GENERAL FUNCTION: Performs a variety of highly skilled office administrative duties, clerical in nature, of considerable difficulty. Relieves supervisor of some administrative responsibilities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Compiles and completes data on administrative and public reports and bulletins, questionnaires and other documents; prepares complex work sheets and tables from computations on materials assembled.

Compiles minor reports and submits recommendations to supervisor.

Types a variety of complex and confidential correspondence, technical and narrative reports and related material.

Answers and screens telephone calls and personally answers inquiries, takes complaints and directs them to the proper person and calls complainant back to report disposition.

Follows up recommended action to determine if problems have been solved.

Makes arrangements for conferences, committee meetings, Board of Health meetings, which may include participation in preparing the agenda.

Answers telephone and makes appointments for superiors and other staff

Takes, transcribes, checks and proofreads complex dictation using shorthand and/or recording equipment; consisting of correspondence, memoranda, reports and minutes, including confidential material.

Assists in preparing and monitoring the departmental budget.

Research and gathers complex and technical source material for the preparation of

reports, articles, speeches, and other purposes; and assists in composing and editing various information.

Sets up and maintains complex filing, alphabetical, subjective and numerical filing systems.

Records incoming correspondence, decides on routine action to be taken and forwards information for distribution.

JOB TITLE: Administrative Secretary (continued)

JOB CODE: 1401

Serves as a representative of his/her supervisor in contacts with other employees, officials or the general public, making administrative decisions as to procedure or policy within prescribed limitations when necessary.

Relieves the agency head of minor administrative details.

Designs forms and reports, maintains necessary records and files, develops indexes and performs other complex office management tasks.

Attends committee meetings, staff meetings, and Board of Health meetings.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: Immediate supervision may be exercised over subordinate clerical and secretarial employees.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of business english, spelling, punctuation and arithmetic.

Considerable knowledge of technical, legal and other terminology commonly used in municipal government.

Considerable knowledge of modern office methods, practices and procedures.

Ability to keep complex records and prepare periodic reports therefrom.

Ability to make decisions in accordance with laws, ordinances, regulations and established procedures.

Ability to establish and maintain effective working relationships with the general public, superiors, subordinates and other employees.

modify and carry out responsible and complex critical and administrative procedures.

Ability to understand and carry out moderately difficult oral and written instructions, to exercise individual initiative and use discretion in confidential matters.

Ability to take dictation and/or transcribe from tapes.

JOB TITLE: Administrative Secretary (continued)

JOB CODE: 1401

Ability to plan,

Skill in the use of a typewriter and other equipment.

Ability to type accurately

Minimum Education, Training, and Experience Requirements: Graduation from high school or GED; and five (5) years of responsible secretarial experience.

Additional education and training in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Secretary

GRADE: 10

JOB CODE: 1402

DATE: 3/20/95

GENERAL FUNCTION: Under general supervision, performs work of moderate difficulty by performing a variety of clerical, general office, and administrative tasks that may include the taking and transcribing of dictation, the transcribing of dictation from a transcribing machine, and/or providing typing and clerical support requiring the application of specialized clerical techniques and the exercise of independent judgement and initiative in the completion of complex and comprehensive work assignments (including working with unusual expressions and technical terminology such as medical and/or legal terms); and performs related work as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Takes dictation from the supervisor, transcribes dictation from a transcribing machine, and/or types correspondence, reports (including statistical reports) and related office material from copy and rough drafts into final format, making corrections for incidental errors in grammar, punctuation, and spelling.

Types bulletins, manuals, narratives, and other documents using technical terminology; and completes form letters and composes routine correspondence requiring judgement and originality.

Screens telephone calls, personal visitors, and incoming mail; answers general inquiries concerning the office procedures; refers matters requiring the personal attention of the supervisor or other staff members and compiles pertinent material necessary for review.

Assures uniformity of office correspondence with established requirements.

May coordinate the clerical work of the office to which assigned; may supervise subordinate clerical and secretarial/typing staff.

Maintains supervisor's calendar including making appointments, scheduling conferences, accumulating required documents for meetings and conferences, assuring supervisor is reminded of scheduled meetings and conferences in a timely manner.

Gathers narrative and statistical data, forms, and documentation from a wide variety of sources for budgets, narratives, manuals, and monthly, annual or special reports

JOB TITLE: Secretary (continued)

JOB CODE: 1402

Evaluates and collates bodies of data into pertinent categories and arranges into proper format. Secures appropriate review and types data into final format. Types related and supplementary material of a contractual and financial nature.

May keep a budget, posting all authorizations and expenditures, and keeping supervisor advised of balance.

Establishes and maintains various office files; orders and maintains office supplies and equipment.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. Incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: Position is not assigned direct supervisory responsibilities; however, proofreading or checking work in a clerical process for accuracy may be a requirement.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Basic knowledge of grammar, spelling, punctuation, and simple math-like percentages.

Working ability to set up and type letters and tabular matter neatly and correctly; to perform complex clerical work;

Ability to make relatively difficult arithmetic computations; to give out information and answer inquiries independently;

Ability to follow detailed instructions;

Ability to gather and compile information for reports;

Ability to refer technical matters to the appropriate staff;

Ability to isolate deficiencies and clerical errors in office correspondence and documents;

Ability to meet and deal effectively with the public;

Ability to obtain a working facility with an understanding of the organization, programs, and procedures related to the work of the supervisor or office unit.

JOB TITLE: Secretary (continued)

JOB CODE: 1402

Ability to type accurately.

Minimum Education, Training, and Experience Requirements: High school or GED; and two years of experience in secretarial, clerical, and general office duties of routine difficulty.

Additional education in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Administrative Clerk

GRADE: 5

JOB CODE: 1404

DATE: 3/20/95

GENERAL FUNCTION: Under supervision, performs routine clerical functions such as typing, clerical, and general office duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Collates, files, prepares documents and reports for processing or payment.

Types simple and routine letters, forms, etc.

Maintains documents and reports.

Audits reports for accuracy. Posts data for statistical records. Codes information. Verifies information.

Keeps simple time and attendance records.

Performs receptionist duties.

Operates office machines such as copier, calculator, video terminal, microfilm or audio-visual equipment.

Opens and sorts mail. Distributes mail to appropriate offices.

Inventories office or stock supplies. Orders office supplies.

Performs basic bookkeeping duties such as counting receipts, bank deposits and payment vouchers. Audits documents for accuracy and batches documents. Compiles and arranges information to be used in reports.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. Incumbent occasionally can function autonomously with supervision available to answer questions.

SUPERVISION EXERCISED: Position is not assigned direct supervisory responsibilities; however, proofreading or checking work in a clerical process for accuracy may be a requirement.

JOB SPECIFICATIONS:

Knowledge and Abilities:

JOB TITLE: Administrative Clerk (continued) **JOB CODE:** 1404

Minimum Education, Training, and Experience Requirements: High School Diploma or GED. One year of experience in clerical and general office duties.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Telephone Operator/Receptionist **GRADE:** 5

JOB CODE: 1405

DATE: 3/20/95

GENERAL FUNCTION: Operates a centralized telephone switchboard system, serves as a receptionist for the office and performs other duties as required. The position also greets clients and visitors to the office and directs them to appropriate staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Operates a centralized telephone switchboard system.

Makes connections for incoming and long-distance telephone calls.

Provides general and non-technical information in response to questions from the public.

May serve as receptionist in greeting patients/clients and visitors.

Maintains log of calls.

Maintains current directory listings and records to provide accurate information to the public.

Performs light typing and clinical duties and filing, such as, typing employee listings

May enter appointments on automated system

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. Incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: No supervisory responsibility required

JOB SPECIFICATIONS:

Knowledge and Abilities:

Minimum Education, Training, and Experience Requirements: High school diploma or GED. No experience required.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Data System Coordinator

GRADE: 13

JOB CODE: 1410

DATE: 3/20/95

GENERAL FUNCTION: Maintains the management information system for the local health department and assists appropriate staff in the utilization of the statewide computer network through training and technical assistance and advising management on equipment needs. The incumbent would also assist management in developing applications for personal computer, acquiring software, training staff, or using software to develop special applications.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Assists departmental staff in utilizing the statewide computerized network. Trains staff on how to use the CRT/video display unit, appropriate coding for entry of data, generating reports available through the network, and solving minor problems encountered through data entry.

Enters data into the network.

Coordinates the request for statistical reports within the health department. Prepares reports requested using statewide network or personal computer.

Assists staff in utilizing personal computers, training staff on how to use the computer. Recommends software for purchase and utilization by the department. Installs software for staff.

Evaluates data processing needs of the department, arranges for the purchase of appropriate equipment, and trains staff on its use.

Responds to requests for assistance in solving problems experienced by staff using computer(s). Refers or obtains additional assistance when problems cannot be resolved.

Attends meetings at the local or state level to keep informed of technology for the computer system, proposals.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

SUPERVISION EXERCISED: No supervisory responsibility.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to access, input and retrieve information from a computer.

JOB TITLE: Data System Coordinator (continued)

JOB CODE: 1410

Minimum Education, Training, and Experience Requirements: High school diploma or GED and eighteen months of additional training/course work in computer science or closely related area; two years of experience in working with computers.

For promotional purposes an individual may be considered for this position if the individual has four (4) years of experience which will demonstrate the required knowledge, skills, and abilities.

Additional education in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Data Entry Operator

GRADE: 8

JOB CODE: 1411

DATE: 3/30/95

GENERAL FUNCTION: Operate data entry equipment such as on-line data entry through video and network terminals, and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Receives respective forms from service staff upon completion of service, inspection, or regulation.

Enters data via data entry equipment. Data would consist of one or more forms completed by service staff that provide medical or environmental service and records such on appropriate forms. May also include data entry for appointment system.

Verifies and corrects data via data entry equipment.

Returns form, once entered, to appropriate staff for filing or appropriate disposition.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: Positions in this class are not assigned direct supervisory responsibilities; however, checking work for accuracy may be a requirement

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to communicate effectively with other employees.

Skill in the use of data entry equipment.

Ability to make decisions in accordance with standards, policies and procedures.

Ability to establish and maintain effective working relationships with other employees and supervisory staff.

JOB TITLE: Data Entry Operator (Continued)

JOB CODE: 1411

Minimum Education, Training, and Experience Requirements: High school diploma or GED and two years of experience in data entry, typing, or clerical activities.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Information Manager

GRADE: 18

JOB CODE: 1418

DATE: 3/23/2000

GENERAL FUNCTION: Under general administrative direction, analyzes and advises on selection and purchase of computer hardware and software, setup of computer equipment, communication equipment and software, staff training and maintenance of district computer equipment and systems; perform related duties as required

CHARACTERISTIC DUTIES AND RESPONSIBILITIES Essential:

1. Provides consultation and assistance, assesses agency needs and develops plans for the use, selection, and purchase of computer and communication hardware and software.
2. Responsible for administering districts' computer network.
3. Works with agency departments to assist with troubleshooting and implementing new computer applications and upgrades.
4. Maintains the integrity of the network and responds to and answer questions from users.
5. Responsible for maintaining network in proper order including server disk space monitoring, network diagnostics and troubleshooting, network planning and streamlining.
6. Responsible for planning and implementing a system backup and recovery program for the central database and departmental systems.
7. Trains health department staff on use of computer and communication information systems.
8. Sets up and maintains components of computer and communication system hardware and software agency-wide.
9. Maintains internet access, web page design and develops a web site marketing plan.
10. Reviews technical literature, attends meetings and training opportunities, and keeps up-to-date on scientific, educational, and medical developments related to information systems technology and the use of that technology.
11. Provides consultation and assistance for state computer system.
12. Provides consultation and assistance for maintaining all PC hardware.
13. Supervises: Assigned Staff

Special Knowledge. Skills and Abilities:

Knowledge

1. Knowledge in theory, principles and practices of computer operations, networking, communications, computer hardware and software.
2. Knowledge of communications servers and the Internet.
3. Basic knowledge of public health goals and objectives.
4. Knowledge of health department policies and procedures.

Skills

1. Excellent oral and written communication skills.
2. Organizational skills.
3. Excellent computer hardware and software skills.

Abilities:

1. Ability to communicate effectively, orally and in writing.
2. Ability to organize information and present it in a logical way.
3. Ability to establish and maintain effective working relationships with other agencies, District officers and employees, and the public.
4. Ability to perform statistical tests, analyze and present results.
5. Ability to use advanced computer and communication software.

ADDITIONAL INFORMATION

Instructions: Instructions are general; must use independent judgment much of the time

Processes: Frequently requires refinement of existing work methods and development of new techniques, concepts, or programs within established limits or policies.

Review of Work: Work is reviewed through oral and written reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Requirements of the Job: Work is performed indoors, sitting at a desk or table, with intermittent standing, walking, or stooping; lifting objects (up to 50 pounds); operating a motor vehicle.

Tools and/or Equipment Used!: Normal office equipment (computer, printer, calculator, copier, telephone, pager, Voicemail, fax machine, etc.).

Contacts: Public and internal contacts are requirement of the job. i i

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate to Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: None .

Minimum Education, Training, and Experience Requirements: Bachelors degree in information systems or related field and a minimum of two years responsible experience in a multi-user operating system; or any equivalent combination of training and experience that provides the desired knowledge, skills and abilities.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description

JOB DESCRIPTION

JOB TITLE: Records Clerk

GRADE: 5

JOB CODE: 1420

DATE: 3/20/95

GENERAL FUNCTION: Under general direction assembles appropriate forms to establish medical record(s) for patients/clients, retrieves medical record for service staff to record services provided, refiles medical records, and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Assemble together various forms required by program and service standards to record patient/client information and services rendered to establish a medical record.

Retrieve from files medical records of patients scheduled to receive services and distribute appropriately to a centralized location or service staff.

Retrieve and review medical records from service staff to ensure that records are complete, forms are in appropriate order and complete, verify as appropriate information recorded and work with service staff to complete or update.

Recording, editing, and mailing birth/death certificates to Frankfort.

Answer questions from the general public, physicians, funeral directors regarding requesting certificates, processing of certificates, and genealogy.

File medical records appropriately.

SUPERVISION RECEIVED: moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: The position would not require supervision responsibility; however, proofreading or checking for accuracy may be a requirement of this classification.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge of general office practices, procedures and equipment.

JOB TITLE: Records Clerk (Continued) **JOB CODE:** 1420

Ability to learn task readily to prescribe to departmental routines, and follow oral and written instructions.

Ability to maintain alphabetical numerical, sectional and subjective filing system and to write legibly.

Ability to communicate effectively with other employees.

Minimum Education, Training, and Experience Requirements: High school diploma or GED. One year of experience in an office setting with responsibility in filing, and maintaining medical or other records.

Additional education in the field may substitute for the required experience on a year for year basis.

The intent job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Summer Worker

GRADE: 4

JOB CODE: 1430

DATE: 3/20/95

DISTINGUISHING CHARACTERISTICS OF THE CLASS: This classification is specifically designed for individuals employed during the summer months to perform simple and routine office procedures or assist in services and programs where experience and abilities are not necessary prerequisites do doing the job responsibilities.

Minimum Education, Training, and Experience Requirements: Experience is not required; however the individual considered for this position must comply with the requirements of the Fair Labor Standards Act.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be

required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Program Director

GRADE: 21

JOB CODE: 1501

DATE: 3/20/95

GENERAL FUNCTION: Under administrative direction of the Director of the local health department is responsible for directing one or more public health programs provided by the agency. The responsibility includes: developing program plans and budget for the respective program(s); supervising and evaluating the performance of the staff assigned to work in the program; evaluating the goals/objectives of the program through site visits, record review, and management evaluations; supervises training of staff assigned to the program; maintain effective communication with staff, the general public and service providers; and developing contracts as appropriate for service providers.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the activities of employees assigned to the program(s) through the establishment of objectives, policies, practices and standards specific to the program.

Evaluates community needs and works to establish programs to meet those needs

Evaluates the effectiveness of the program in meeting objectives by reviewing data, reports, and surveys obtained manually or computer generated.

Conduct site visits to monitor program operations; review medical records for accuracy and completeness of documentation.

Monitors program expenditures against the budget and makes necessary budget revisions or expenditures or provides interpretive information to superiors.

May prepare program plans.

Interviews potential program staff and makes staffing recommendations.

Provides technical support to staff, service providers and clients.

Attends meetings at the local, state and regional level, or other meetings, to gather or distribute program or technical information.

Deals with local, state, and federal officials to resolve programmatic problems.

Develops contracts with private providers as needed

JOB TITLE: Program Director (Cont'd)

JOB CODE: 1501

.Responds to inquiries from the general public, makes presentations to civic organizations and other appropriate groups

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: Provides direct supervision over program staff assigned to the program.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of the activities, systems, policies and standards of the program assigned and the ability to interpret them concisely and accurately to employees and the general public.

Good knowledge of functions, organizational structure, authority and limitations of the department and agencies in the area.

Ability to carry out, without supervision, continuing assignments requiring the organization of material, preparation of reports and the making of decisions.

Ability to meet the public and discuss problems and complaints tactfully, courteously, and effectively.

Ability to establish and maintain effective working relationships with governmental officials, other employers, and the general public.

Ability to plan, supervise and coordinate effectively the activities of staff in meeting program objectives.

Minimum Education, Training, and Experience Requirements: Bachelors degree from a college or university. Three years of professional experience in public health, community health agency or similar capacity where knowledge and abilities required can be assessed.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Program Coordinator **GRADE:** 17

JOB CODE: 1502 **DATE:** 4/1/96

GENERAL FUNCTION: Under the direction of the Director of the local health department or other appropriate supervisor, is responsible for coordinating and guiding staff in the effective provision of services in one or more program and support areas such as WIC, Well Child, EPSDT, Car Restraint, Family Planning, and Medical Support. The position serves as a linkage between the state and local health department(s) in monitoring program standards related to the provision of the services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Make site visits to health department(s) to review medical records and reports to ensure that forms are contained and appropriately filled out; conduct management evaluation of the program and reviews policies and procedures, case loads; review program plans; observe service delivery and case loads to determine compliance with program standards.

Evaluate and monitor patient services to ensure accurate entering of provider codes (CPT 5 and ICD 9). Monitor billings, insurance and other third party payers. Account balances and accounts receivable operations.

Provide and arrange for training, new employee orientation, and technical assistance to appropriate staff of the department(s) regarding program standards, policies and procedures.

Prepare monthly, quarterly, and other reports to comply with state and local reporting requirements that detail program monitoring and site evaluation activities.

Prepare annual program plan for respective program(s) in accordance with guidelines issued by the Department for Health Services.

Requests and collects program data for program evaluation from local/state sources, edits and analyzes data, and writes program status reports for department director or other agency staff at local and state level.

Maintains knowledge of specific program requirements through attending training meetings, review of current, new and proposed regulations and/or policies and prepares corrections or changes as appropriate for dissemination to staff.

Responds to inquiries from the general public, makes presentations to civic organizations and other groups as appropriate to promote specific programs and answer questions.

JOB TITLE: Program Coordinator (Cont'd)

JOB CODE: 1502

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: Involves supervision as a working supervisor or lead person.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of the practices, systems, policies and operation of the department.

Ability to carry out, with minimal supervision, continuing assignments requiring the organization of material, the preparation of reports and the making of decisions.

Ability to establish and maintain effective working relationships with governmental officials, employees, and the general public.

Minimum Education, Training, and Experience Requirements: Bachelors degree from a college or university. One year of experience in human service in administrative or programmatic responsibilities. Experience may substitute for the required education on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Program Specialist

GRADE: 14

JOB CODE: 1510

DATE: 3/20/95

GENERAL FUNCTION: Under the general direction of the local health department director, program director, or Service Director, administers or manages various technical and administrative activities which are moderately difficult to perform in a specific program such as the fluoride program or other specialized programs of the agency. These activities may include providing technical assistance to employees of the agency or other agencies/industry in the community, planning, assisting in policy review and development, office automation or other administrative activities as assigned. The incumbent may be assigned special projects to complete within specified time frames. The incumbent may coordinate the activities of staff as appropriate.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Learns program requirements through review of statutes, regulations and program standards.

Interprets and applies laws, rules, regulations and policies applicable to the program activities assigned.

Assists in compiling statistical reports, prepares program plans, policy manuals and other informational materials for distribution to staff, patients, and the general public and to meet federal, state and agency reporting requirements.

Reviews documents for completeness and checks figures for accuracy. Make periodic reports to the Agency and state as to activities conducted.

Participates in on-site monitoring visits to service providers.

Performs research and drafts program informational materials.

Develops training programs and provides training and technical assistance as indicated to Agency staff, or other appropriate entities.

Studies needs for additional equipment, supplies and materials and makes recommendations for improvement based on resource availability.

JOB TITLE: Program Specialist (continued)

JOB CODE: 1510

Conducts surveillance and maintenance inspections of appropriate equipment for compliance and issues notifications of any violations or variances to standards.

Communicates orally and in writing with service providers and service recipients.

SUPERVISION RECEIVED: Limited supervision; periods of relative autonomy with general supervisory review. Supervisor plays substantial role in setting goals, objectives and organizing work.

SUPERVISION EXERCISED: May provide immediate supervision over clerical and/or administrative staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of the practices and policies of the agency and the ability to interpret them concisely and accurately to the public and employees.

Ability to carry out, with limited supervision, continuing assignments requiring the organization of material, the preparation of reports and decision-making.

Ability to meet the public and discuss problems and complaints tactfully, courteously and effectively.

Ability to write and speak effectively.

Minimum Education, Training and Experience Requirements: Graduate of an accredited college or university with Bachelors degree.

(Note: for promotional consideration an individual may be considered for this position if the individual has seven (7) years of an equivalent combination of education and experience which provides the required skills, knowledge, and abilities)

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